

Special Note: The following are minutes that summarize the Business Development Advisory Council meeting held on June 10, 2015, and not a transcript of the meeting.

## **MINUTES**

### **BUSINESS DEVELOPMENT ADVISORY COUNCIL WEDNESDAY, June 10, 2015 9:00 A.M.**

**CLARK COUNTY GOVERNMENT CENTER  
500 S. GRAND CENTRAL PKWY  
4<sup>TH</sup> FLOOR, GOLD ROOM  
LAS VEGAS, NEVADA 89155**

#### **Members Present:**

Jane Lee, Jadon Foods - Chair  
Charles Ware, Innovative Health Education Solutions – Vice Chair  
Amy Shaw, McCarran International Airport  
Jill Klies, J & M Shooting Solutions (attended via telephone)  
Leonard Hamilton, Business Consultant  
Marcus Offutt, Business Growth & Development Services  
Vershaun Ragland, M.B.D.A. Business Center of Las Vegas

#### **Members Absent**

Miranda Richardson, IA3 (Excused Absence)

#### **Clark County Staff**

Adleen Stidhum, Clark County Purchasing and Contracts  
Diana Escobar, Clark County Purchasing and Contracts  
Jim Haining, Clark County Purchasing and Contracts  
Shane Clement, Clark County Water Reclamation District

#### **Legal Counsel:**

Catherine Jorgenson, Clark County District Attorney's Office

#### **Guests:**

Christine Footit, Internal Revenue Service  
Derrick Lea, Akers and Associates, Inc.  
Laura Jane Spina, RAFI Architecture & Design  
Rich Lyles, Governor's Office of Economic Development

**I. Call to Order**

**Jane Lee** called the meeting to order on Wednesday, June 10, 2015, at 9:03 a.m.

**II. Opening Ceremonies**

Silent invocation was conducted followed by the Pledge of Allegiance.

**III. Certification of Compliance with the Nevada Open Meeting Law**

It was announced that the meeting was being held in compliance with the Nevada Open Meeting Law. The meeting was properly posted at the appropriate locations as listed at the bottom of the agenda.

**IV. Introductions**

The members and guests introduced themselves.

**V. Public comments**

There were no public comments.

**VI. Approval of Minutes**

The minutes of the meeting held on April 8, 2015 were unanimously approved with a correction on the announcement made regarding the disparity study. Regional Transportation Commission of Southern Nevada is part of the disparity.

**VII. Receive a presentation by Adleen Stidhum on the quote process training for Clark County**

Adleen explained that Clark County provides training to their internal customers on the quote process in order to comply with the guidelines of statute but broken down by the threshold as follows:

\$0.00 - \$5,000	Informal Bid – 1 Quote Required, recommend in writing.
\$5,000.01 - \$10,000.00	Informal Bid – Minimum 2 Written Quotes Required (1 from a disadvantaged business), when possible.
\$10,000.01 - \$50,000.00	Informal Bid – Minimum 3 Written Quotes Required (1 from a disadvantaged business), when possible.
\$50,000.01 +	Formal Competitive Bid Process (Requires a formal bid document and advertising).

Adleen mentioned that these guidelines apply when providing a good and/or service as well for construction and professional services. They have trained over 200 employees and continue training.

Her initiative for Purchasing is to increase the numbers; the Purchasing staff is available for the businesses who desire to do business with Clark County, which includes attending the different outreach events. They also go search their database to find out if the businesses are still in business.

#### **VIII. Receive a presentation by Jim Haining**

Jim Haining, from Clark County Purchasing, explained the new electronic bidding system called the Nevada Government e-Marketplace (NGEM); a one stop shop for centralized bidding on local government projects. Clark County Purchasing Division solicited a Request for Proposal for this software and the company selected was Ionwave Technologies. The following are the government entities interested in the software:

- City of Las Vegas
- Clark County
- Clark County Water Reclamation District
- Las Vegas Convention and Visitors Authority
- Las Vegas Valley Water District
- McCarran International Airport
- Southern Nevada Water Authority

Suppliers can register their business with the participating government entities using this software on July 1, 2015. The website for registering is [www.nevada.ionwave.net](http://www.nevada.ionwave.net). Jim demonstrated step-by-step how the suppliers will register in the system.

Laura, from RAFI Architecture & Design, asked if there was a cost for registering. Jim stated that it is free to the suppliers.

#### **IX. Review the ability of BDAC to have representation at outreach events and also host events**

The Clark County code, Chapter 3.56 that governs BDAC states that “the Council should not incur expenses or enter into contract.”

Adleen stated that she attended different venues where she promotes Clark County Purchasing and the associated Council. If there is an expense, she incurs on it on behalf of Clark County. BDAC was invited to have a representative attend with Adleen to any of those events to talk about BDAC/RBDAC.

The Council will be provided with businesses cards and a brochure to distribute when they attend an outreach event.

**X. Subcommittee reports**

**Legislature** – Leonard Hamilton provided handouts listing the Legislative bills that have business intent. It listed 412 Assembly Bills and 416 Senates Bills. Leonard mentioned that Assembly Bill 345 was one he worked closely with Assemblywoman Dina Neal which dealt on construction bonds paying performance and completion bonds. At the next meeting Leonard will provide a list of the bills signed by the Governor.

- **Marketing and Public Relations** – Charles Ware announced the release of the first edition of the BDAC newsletter that is also posted on the Clark County website. The next issue of the newsletter will talk about NGEM.

There was a motion to assign the Marketing and Public Relations subcommittee the task of designing a brochure representing BDAC. The motion passed.

- **Advocacy** – Vershaun Ragland reported that she attended the ISM Supplier Opportunity Fair, the Small Business Administration Loan Expo and the Las Vegas Annual Black Business Expo. The M.B.D.A. Business Center of Las Vegas has been successful in helping contractors and start-up businesses get loans through different loans programs that help business build credit. Vershaun will provide a list of the companies that have loan programs as well as a list of the different venues where she spoke about BDAC and the Business Opportunity Workforce Development Program (BOWD).
- **Speaker Bureau** – Marcus arranged for Jim Haining to provide a presentation on the NGEM system.

**XI. Informational Items**

**Announcements**

Adleen announced that the BOWD class of 15 businesses graduated on May 21, 2015. They are taking applications for the next class that is set to start in August. This class is for 30 businesses.

Amy announced that the interlocal agreement with the Regional Transportation Commission of Northern and Southern Nevada and Reno Tahoe to do the disparity study was signed. The Board of County Commissioners approved it at their meeting on June 2, 2015.

**XII. Identify emerging issues to be addressed at a future meeting**

The members will approve the BDAC brochure on the meeting scheduled on August 12, 2015.

**XIII. Public Comments**

Christine Footit stated that she works in the communication and outreach for the State of Nevada for the IRS. In April, she hosted a small business forum, titled “New Entrepreneur Initiative” where they invited representatives of local, state, and federal government agencies, the Small Business Administration and SCORE. They are working on a Google document that

will have hyperlinks to get employer identification numbers and to the Secretary of State. Christine will forward the document to the Council.

**XIV. Next Meeting** – Wednesday, August 12, 2015, 9:00 a.m.  
4<sup>th</sup> Floor, Gold Room, at the Clark County Government Center

**XV. Adjournment**

The meeting adjourned at 10:55 a.m.